How to electronically sign documents

For many forms requested by the Office of the Registrar, you will need to provide a signature. During the COVID-19 Pandemic we are accepting electronic signatures submitted using the following methods.

First Method: Electronic signature in INTERNET EXPLORER (Chrome, Firefox, and Safari are not compatible for electronic signing documents)

Step 1: Find form requested on our website at:

http://www.reynolds.edu/student services/all services/default.aspx

JI [®]			S GE	equest to Witho	Iraw from	Class(es
To request a Advising@Re Schedule and http://www.jsr obtained in th	grade of 'W eynolds.edu d in the colle r.vccs.edu/g ne Advising	for one of The dea age's cale get_starte Center.	or more cla Idline to wi Indar on th d/calendar	asses, please complete and thdraw from full-semester o e college web site: s.aspx. Withdrawal deadlin	I submit this form lasses is publish es for shorter or	n to led in the <i>Class</i> longer classes c
A grade of "W" aged to discus	will be assign will be assign the second s	uned for on	rtime reque	ests, and your grade point ave r or advisor, if you have not all	rage will not be aff ready done so.	iected. You are en
Please note financial aid	that Withd eligibility	rawals do) not qual	ify for refunds and that th	ey can negative	ely affect contin
Section A –	Complete Check one	d by the		SEMESTER (Jan-May) 20	SUMMER SESSION (Max-July) 20
Student's Emp					Date of Birth	may-oury) 20
Student's Emp	<u>, , , , , , , , , , , , , , , , , , , </u>				Date of Dirth.	
	Stu	dent's Last N	lame	Student's First	Name	MI Jr
tuition and fee SIGNATURE O Please com	s FSTUDEN Iplete Coli	umns A,I	B,C,D,E,F	and G below:	DATE:	_
A E Class ID Sub	B C Dject Class Numbe	D Section Number	E Campus	F Class Ti	tle	G Last Date
Nbr						Attended C
25741 E	NG 111	01A EEXAMPLE	EXAMPLE	College Composition I EXAMP	LE	Sept. 10, 20 EXAMPL
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			Fo	College Composition I EXAMP		Sept. 10, 20
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Vithdra	awal Deadline	S:	Fo	College Composition I EXAMP Advising Center Use Only: Time Late – i Have used Military	.E	Sept 10 C Sept 1

You should see the blue fillable boxes on the form

Step 2: Complete the form

Request to Withdraw from Class(es)

To request a grade of 'W' for one or more classes, please complete and submit this form to Advising@Reynolds.edu. The deadline to withdraw from full-semester classes is published in the Class Schedule and in the college's calendar on the college web site: http://www.jsr.vcs.edu/cg__started/calendars.aspx. Withdrawal deadlines for shorter or longer classes can be obtained in the Advising Center.

A grade of "W will be assigned for on-time requests, and your grade point average will not be affected. You are encouraged to discuss your decision with your instructor or advisor, if you have not already done so.

Please note that Withdrawals do not qua financial aid eligibility	alify for refunds and that they can negatively af	fect continued
Section A – Completed by the Studen Current Term: Check one • FALL SEMESTER (Aug-Dec) 2020 O SPRINC	it: 3 SEMESTER (Jan-May)20 O SUMMER SESSION (<u>May-Ju</u>	ly) 20
Student's EmplID: 1234567	Date of Birth: 1/1/	99
Doe	Jane	
Student's Last Name	Student's First Name	MI Jr.,3rd
I am aware that withdrawing from a class(es) I understand that withdrawing from class(es) tuition and fees	can negatively effect my eligibility to receive Finan may put me in a situation where I owe money to the	cial Aid. e college for
SIGNATURE OF STUDENT:	DATE:	
Please complete Columns A,B,C,D,E	F and G below:	
A B C D E Class ID Subject Class Section Number Number	F Class Title	G Last Date You Attended Class
25741 ENG 111 01A Parham EXAMPLE EXAMPLE EXAMPLE EXAMPLE	College Composition I EXAMPLE	Sept. 10, 2002 EXAMPLE
F	or Advising Center Use Only:	
Withdrawal Deadlines:	n Time 🔲 Late — informed student	
Financial Aid discussed with student	Have used Military Education Benefits?	
Processed by:	Date:	
19200 Som No. 11-0001 Request to Withdraw from Class (as) for	m 04/2020	

Step 3: Click on signature box

		For Advising	Center Use Only:	
v	Vithdrawal Deadlines:	On Time	Late — informed student	
	Financial Aid discussed with st	udent I	□ Have used Military Education Benefits?	
Processe	ed by:		Date:	

JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

Step 4: Create New digital ID, if you do not have one already and select Next >

Add Digital ID
I want to sign this document using:
○ My existing digital ID from:
I A file
○ A roaming digital ID accessed via a server
○ A device connected to this computer
• A new digital ID I want to create now

Step 5: Select "New PKCS#12 digital ID file" and Select Next >

Where would you like to store your self-signed digital ID?
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
○ Windows Certificate Store
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Step 6: Complete fields requested and select Next >

Add Digital ID		
Enter your identity inform	nation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):	Jane Doe	
Organizational <u>U</u> nit:		
Organization Name:		
<u>E</u> mail Address:	janedoe@gmail.com	
<u>C</u> ountry/Region:	US - UNITED STATES	~
<u>K</u> ey Algorithm:	2048-bit RSA	~
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	2

Step 7: Create a password and Select Finish

Enter a file location and password for your new digital ID file. You will nee you use the digital ID to sign or decrypt documents. You should make a so that you can copy this file for backup or other purposes. You can later file using the Security Settings dialog.	ed the password when note of the file location change options for this
File Name:	
	Browse
Password:	
Confirm Parsword	

Step 8: You will have an electronic signature stamp

Sign Document		×
Sign As: Jane Doe	e (Jane Doe) 2025.05	5.20 ~
Issued by: Jane Doe		More Details
Appearance: Standard	d Text V	
Jane Doe	Digital by Jan Date: 2	ly signed e Doe 2020.05.20
DUE	10:39:	37 -04'00'
Click Review to see if d may affect signing	ocument content	Review
Enter certificate passwo	ord and click the 'Sig	gn' button
Help	Sign	Cancel

Step 9: Enter the password you previously created and click 'Sign'

Enter certificate passwo	ord and click the 'Sig	gn' button

Help	Sign	Cancel

Step 10: Now your form should contain the digital signature as seen below

	For Advising	Center Use Only:
Withdrawal Deadlines:	On Time	Late — informed student
Financial Aid discussed with	n student	□ Have used Military Education Benefits?
Processed by Jane Doe	Digitally signed by Date: 2020.07.10 1	Jane Doe

JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

Step 11: Save document to your computer



For instructions on how to upload forms in SIS please see instruction handout for "How to upload documents in SIS Student Center"

If you are using a browser other than internet explorer you can download adobe reader for free and follow the steps below on creating an electronic signature.

Step 1: Open document from our forms page at:

http://www.reynolds.edu/student_services/all_services/default.aspx

To reque Advising(Schedule http://ww obtained	st a grad @Reyno and in t w.jsr.vcc in the A	le of 'W' Ids.edu. the colleg s.edu/ge dvising C	for one of The dea ge's cale et_starte Center.	or more cla dline to wi ndar on th d/calendar	asses, please complete and submit this form to tithdraw from full-semester classes is published te college web site: s.aspx. Withdrawal deadlines for shorter or long	in the <i>Class</i> ger classes can
A grade of	f "W' will scuss voi	be assign	ned for on	-time reque	ests, and your grade point average will not be affecte or advisor, if you have not already done so.	ed. You are encou
Please n	ote that	Withdra	awals do	o not qual	lify for refunds and that they can negatively a	affect continue
nnancial	aid elig	ibility				
Section Current T	A – Cor erm: Che	mpleted ock one	l by the	Student	2	
FALL SE	MESTER (Aug-Dec) 2	10		SEMESTER (Jan-May) 20 O SUMMER SESSION (May-	July) 20
Student's	EmplID:				Date of Birth:	
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As you can see, there is not a signature box available in Google Chrome

Step 2: Download the document and save to your computer



Step 3: Open File Explorer and find document

🔚 🛃 🖡 = Desktop						- 🗆	\times
File Home Share View							\sim (
\leftarrow \rightarrow \checkmark \uparrow 🔁 \Rightarrow This PC \Rightarrow Desktop			~	υ	Search De	esktop	Q
✓	^	Name		Stat	JS	Date modified	-
📜 Desktop	*	11-0004		0		7/10/2020 1:41 P	М

Step 4: Right Click File and Select Open with Adobe Acrobat Reader DC

Name	Date modified
Dependent-HH	Open with Adobe Acrobat Reader DC Open Print

Step 5: You should now see a fillable signature section

For Advising Center Use Only:			
Withdrawal Deadli	nes: 🛛 On Time	Late — informed student	
☐ Financial Aid discussed with student		Have used Military Education Benefits?	
Processed by:		Date:	

JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

Step 6: After completing the form Click on Student Signature

You should get the following and select create a new digital ID and click continue

Configure a Digital ID	for sign	ing		×
A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	Selec	t the type	e of Digital ID: Use a Signature Creation Device Configure a smart card or token connected to your computer	
	0	<u>La</u>	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file	
	0		Create a new Digital ID Create your self-signed Digital ID	
0			Cancel	le

Step 7: Select Save to File



Step 8: Enter name and email and select continue

Name	Enter Name
Nume	
Organizational Unit	Enter Organizational Unit
Organization Name	Enter Organization Name
Email Address	Enter Email
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA 🗸
Use Digital ID for	Digital Signatures
	Back Continue

Step 9: Create a password and select Save

Apply a password to protect the	ne Digital ID:
•••••	
Confirm the password:	
•••••	

Step 10: You should see the signature as shown below, enter password previously created in step 9 and select Sign



Step 11: A Save As box will show up; select Save

File name:	11-0004	\sim
Save as type:	Adobe PDF Files (*.pdf)	~
 Hide Folders 	Save	Cancel

Step 12: Confirm Save As; Select Yes



Step 13: Your document is now signed

For Advising Center Use Only:				
Withdrawal Deadlines:	On Time	Late — informed student		
Financial Aid discussed with	n student	Have used Military Education Benefits?		
Processed by Jane Doe	Digitally signed by Date: 2020.07.10 1	Jane Doe 3:35:19 -04'00' Date:		

JSRCC Form No. 11-0004 Request to Withdraw from Class(es) form 04/2020

For instructions on how to upload forms in SIS please see instruction handout for "How to upload documents in SIS Student Center"

Third/Final Method: Hand sign electronically

Some forms do not have the option to sign as shown above, in this method you will learn how to sign a document by creating digital hand signature.

Step 1: Follow steps 1-4 from the Second Method

Step 2: If signature field does not give the option to sign it may look like this







Step 4: Select the Option at the top of the page that says Sign



Step 5: Select Add Signature

	歲 Sigi	n 🔴
	Add Sig	gnature 🕂
Step 6: S	elect Dr	aw
Type	Draw	I mage

Step 7: Use your Cursor to sign your name and select Apply



Step 8: Position signature on signature line

information is attached. The student and one pare WARNING: If you purposely give false or misles or both.

Step 9: Save document and submit

For instructions on how to upload forms in SIS please see instruction handout for "How to upload documents in SIS Student Center"